**Owen County Soil and Water Conservation District**

743 E Franklin St. Suite C

Spencer IN 47460

**Position: Executive Director**

**The Owen County Soil and Water Conservation District is seeking a passionate and highly motivated individual to carry out the vision and goals of the District.**

**Specific responsibilities with regard to this objective include:**

* Serve as the project manager of the MYPath project
* Raise the public profile of the SWCD through excellent work on the MYPath and other important projects in order to facilitate the long term growth of the District
* Facilitate healthy board discussions and steward board relationships
  + Develop excellent agendas with input from the board
  + Focus on board member priorities
* Proactively develop the vision of the district and facilitate the development of a long range business plan and execute the plan
* Establish and maintain great working relationships with key partners including, but not limited to: NRCS, ISDA, IASWCD, Town of Spencer, Owen County Government, Owen County Community Foundation, and Owen County YMCA
* Maintain an aggressive schedule of personal contacts with landowners in target areas
* Identify and pursue grant opportunities as appropriate
* Maintain financial accounts, meet reporting requirements for ISDA et al., and manage all other administrative tasks
* Plan and coordinate the SWCD annual meeting and write the SWCD annual report

**Education/Experience requirements:**

* Four year college degree in agriculture, natural resources, environmental science, public affairs, or related discipline
* Project management experience
* Experience with basic accounting principles

**Required skills/attributes:**

* Ability to conduct business in a professional manner and project a favorable image of the District
* Self-starter, highly motivated, with a high degree of initiative
* Strong interpersonal and networking skills
* Outstanding written and oral communication skills
* Effective public speaker
* High level of computer proficiency with Microsoft Office Suite and Quickbooks
* Must be able to work alone effectively

**Application Procedure:**

Email cover letter and resume to [owen.in.swcd@gmail.com](mailto:owen.in.swcd@gmail.com)